

CM /ECF

ELECTRONIC CASE FILES



VOLUME ONE, NUMBER TWO

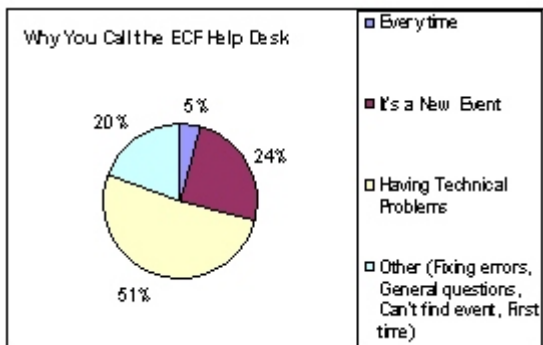
MARCH / APRIL 2005

RECENT ECF SURVEY RESULTS

In January, a survey was sent by the ECF team to a random sample of electronic filers in the Western Washington District. The results of this survey provide feedback regarding support services relative to the electronic filing system. These findings indicate that about one half of the callers to the ECF Help Desk are looking for assistance due to technical problems. One fourth of the callers need help with a new event while filing.

Additional comments have alerted the ECF team to potential needs of system users. As familiarity with electronic filing procedure grows, resources offered will also change according to anticipated needs. Future feedback will allow the team to continue grooming services to the needs of filers in this District.

The Help Desk is available from 8 am to 5 pm PST on weekdays (excluding Federal holidays).



TRAINING CLASSES

At the US District Courthouse, 700 Stewart, Seattle

March 16, 10 - 12 pm

March 31, 10 - 12 pm

April 13, 1-3 pm

At the US District Courthouse, 1717 Pacific Ave, Tacoma

March 23, 9 - 11 am AND 1 -3 pm



To pre-register for classes, please call the:

ECF Help Desk
(866) 323-9293

In addition to the request made during the ECF event -

Oral Argument Requested
must be included in the
caption of the pleading ☆

☆ pursuant to CR7 and CrR12

☞ Please note that the following reminders have been added to the Motion and Response events relative to the **Request for Oral Argument**:

FOR CIVIL EVENTS:

If this Motion includes a request for oral argument, type oa in box

WARNING: This does not overrule the requirement pursuant to CR 7(b)(4) that ORAL ARGUMENT REQUESTED must be typed in the caption of the motion or responsive memorandum.

Next Clear

FOR CRIMINAL EVENTS:

If this Motion includes a request for oral argument, type oa in box

WARNING: This does not overrule the requirement pursuant to CrR 12(c)(10) that ORAL ARGUMENT REQUESTED must be typed in the caption of the motion or responsive memorandum.

Next Clear

Q & A

"I am filing a Reply to a Response to a Motion. Why doesn't the ECF system allow me to link my Reply event to the Response?"

All responses, replies, and supporting documents must be linked to the initiating Motion in order to facilitate the report produced internally by the Court. For example, if you are filing a Reply to a Response to a Motion:

1. Click on the small box to the left of "Link to Existing Event." Then click [Next].
2. Scroll down the list of events on the subsequent screen and find the appropriate motion. Click on the box to the left.
3. Click [Next] and continue filing.

Though it might seem possible to link another event to the Reply to the Response, in this case use of any other event other than those found under *Responses and Replies (Motions and Related Events)* would not produce the correct results.

Simple Rule: Think of the INITIATING MOTION as the primary document, the event to which all supporting events, declarations, responses, and further replies must be linked.

Tips and Tricks

Please avoid repetition of text when adding or modifying the Docket entry, or when naming attachments. For example, when using the event "Stipulation," if one additionally types in the words "Stipulation for Extension of Time" in the modification box, the resulting docket entry will read "STIPULATION Stipulation for Extension of Time." **Add only necessary and non-repetitive text when modifying an event.** In addition, remember to proof the docket entry on the "Attention!!" screen prior to submitting the document. Use the [Back] button to make changes to the text, if necessary.

To insure that you are attaching the correct document during your event, do the following:

1. After clicking on [Browse] look for the .pdf icon with your document file name (a grey icon with red).
2. Right click on this icon to reveal a drop down menu.
3. Left click on "Open with Adobe Acrobat..."
4. After the file opens, check the document to insure that it corresponds to the event. Also check for completeness and image quality.
5. Now left click on the grey "X" in the upper right-hand corner of the document AND minimize the entire window by clicking on the "-" in the blue menu bar.
6. Finally, double click on the document icon to complete the process.

To access your "free peek," be sure to click only once on the hyperlink in the Notice of Electronic Filing. Do not double click!



The **Docket Activity Report** is a useful tool for capturing an overview of activity in multiple cases. Given that one can file on the ECF system 24/7, this report can provide a quick overview of recent activity without paying a PACER fee to view the docket of each case.

To use this report for multiple case activity, do the following:

- 1) From the CM-ECF screen, click on *Reports*, then *Docket Activity*.
- 2) You will be prompted for your PACER login and password. Viewing the Report constitutes a single charge.
- 3) On a screen similar to the one on the right, check the box beside "Only cases to which I am linked."
- 4) Click the radio button, "Full docket text."
- 5) Enter the date range in the appropriate fields.
- 6) The remaining fields are optional, useful for further defining the report criteria.